

Sec Dep Rcd	
Final Pmt	
Sec Dep Rtn	



## Talbot County Community Center (TCCC) Room Rental Agreement

10028 Ocean Gateway...Easton, MD...21601...Phone 410-770-8050...Fax 410-822-7107

### Agreement Details

Name of Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-Mail address \_\_\_\_\_

Rental Date \_\_\_\_\_ Number of People \_\_\_\_\_ Type of Event \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_ Name of Room \_\_\_\_\_

Are you using a caterer/vendor? Yes \_\_\_\_\_ Caterer/Vendor Name \_\_\_\_\_

*We require a copy of your caterer's license, proof of insurance & Talbot County Health Certificate **PRIOR** to event.*

Will you be having a band/DJ? Yes \_\_\_\_\_ Band/DJ Name \_\_\_\_\_

Normal set-up (*no fee*) \_\_\_\_\_ OR Custom set-up \_\_\_\_\_ (*see Price Chart*)

If Custom set-up, please provide the following details (*layout required one week prior to event*)

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

*TCCC has 8 foot rectangle tables, 5 foot round tables & 250 chairs available on a first-come first-serve basis. If you require additional tables or chairs than available you will be required to rent.*

Do you wish to place additional signage on the TCCC grounds for your event? If yes, please read below.

**Talbot County Sign Codes:** One (1) 36 square foot sign, or two (2) 32 square foot unattached signs, professionally made, are permitted on TCCC property if space is available. Signs may be erected two (2) weeks prior to scheduled event and must be removed within 48 hours of the conclusion of the event. It is *illegal* to place a sign of any description in a Talbot County median or right-of-way. Talbot County and/or the Department of Parks and Recreation reserve the right to remove any illegally placed sign at a cost of \$125.00 per sign. Violation of these regulations may result in exclusion from future room rental at the TCCC.

## Agreement

**TOTAL # HOURS** \_\_\_\_\_ **X COST PER HOUR** \_\_\_\_\_ = **TOTAL ROOM FEE** \_\_\_\_\_

**Note:** Total fee includes "set-up" time prior to the event and "take-down" time after the event. All events must end by 11:00 p.m. and premises must be vacated by 11:30 p.m.

Custom set-up requires a layout submitted one week prior to the event. Labor is \$15 per person per hour. The additional labor hours will be billed separately.

Normal set-up requires the room must be returned to its original configuration immediately following your event.

If you choose to cater your event, you may use the caterer of your choice. However, we must have a current copy of the caterer's business license, Talbot County Health Certificate and insurance prior to your event.

Alcohol may be served at an event **within** your room as long as it is not **SOLD**. However, it is **NOT** permitted outside of room or on the outside grounds of the Community Center.

TCCC reserves the right to refuse any rental request. Some events may require one or more approved Law Enforcement Agencies. Lessee shall be responsible for scheduling of, and payment to said departments. Some rental requests may need to be presented to the Easton Police Department for advance approval (dances, etc.)

Parking in the Red Zone or handicapped areas is prohibited and subject to a fine and/or vehicle being towed at owner's expense. Unloading and loading shall be done at the rear of the facility.

When decorating the TCCC for your event, you **MUST** only use blue painters' tape to adhere decorations on all surfaces. Should you wish to hang decorations from the ceiling, the Community Center has clips available for use. All decorations must be removed at the end of the event. Trash cans are provided.

A **Security Deposit** is due upon completion and submittal of this Agreement in the form of a check. Assuming the room is left in pre-rental condition, the Security Deposit will be refunded. Complete payment is due three (3) business days prior to the event. Cancellation notices must be received three (3) business days prior to the event in order to receive a full refund.

A copy of the **Lessee's driver's license** must be attached to this application at the time of reservation.

**I have read and agree to follow the rules and regulations in this Agreement.**

SIGNATURE: \_\_\_\_\_ NAME (Printed): \_\_\_\_\_

DATE: \_\_\_\_\_

### STAFF USE ONLY

Facilities Manager signature and date:	Director signature and date:
--	------------------------------

## Price Chart

ROOM NAME	ROOM DIMENSION	CAPACITY <i>CLASSROOM</i>	CAPACITY <i>THEATER</i>	CAPACITY <i>PARTY</i>	CUSTOM SET-UP	STANDARD HOURLY RATE	NONPROFIT HOURLY RATE	SECURITY DEPOSIT
Wye Oak*	50x24x8h	80	100	N/A	\$25	\$50.00	\$37.00	\$50
Chesapeake	51x32x8h	48	72	45/64	\$25	\$50.00	\$37.00	\$50
Skipjack	24x32x8h	24	36	24	\$20	\$36.00	\$27.00	\$50
Tuckahoe	22x26x8	24	36	24	\$20	\$36.00	\$27.00	\$50
Curling Rink	148x44x7.5h	200	300	250	\$100	\$86.00	\$65.00	\$75
Chesapeake Curling Rink Combo		See below	See below	See below	\$125	\$115.00	\$86.00	\$200
Main Arena NO Ice	200x84	See below	See below	See below	\$350	\$190.00	\$173.00	\$300
Main Arena WITH Ice	200x84	300 Skating ONLY	300 Skating ONLY	300 Skating ONLY	N/A	\$275.00	N/A	\$500
Wye Oak, Chesapeake, Curling Combo		450	450	450	\$250	\$175.00	\$145.00	\$275
TCCC		1000	1000	1000	\$750	\$3000 PER DAY	N/A	N/A

**\*NO FOOD**

TCCC Staff Labor Rate is \$15 per person per hour

**Wye Oak**      Normal set-up of room is 10 tables 40 chairs Classroom Style with no set-up fee  
*Maximum* capacity Classroom Style: 20 tables, - 10 rows – 80 chairs  
*Maximum* capacity Theater Style: 100 chairs – 10 rows  
**NO FOOD**

**Chesapeake**      Normal set-up of room is 6 round table 36 chairs Party Style with no set-up fee  
*Maximum* capacity Party Style: 9 round tables – 45 chairs – 6 chairs per table  
*Maximum* capacity Party Style: 8 rectangle tables – 64 chairs – 8 chairs per table  
*Maximum* capacity Classroom Style: 12 rectangle tables – 3 rows – 48 chairs  
*Maximum* capacity Theater Style: 6 rows – 72 chairs

**Skipjack**      Normal set-up of room is 5 tables 24 chairs with no set-up fee

**Tuckahoe**      *Maximum* capacity Party Style: 4 rectangle tables – 24 chairs  
*Maximum* capacity Classroom Style: 6 rectangle tables – 24 chairs  
*Maximum* capacity Theater Style: 36 chairs

**Curling Rink**      Normally used for large events and set-up fee is required

**Main Arena**      Normally used for large events and set-up fee is required